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PART II—Section 4

Statutory Rules and Orders issued by the Ministry of Defence

MINISTRY OF DEFENCE

S.R.O. 2, dated 31st Dec. 1955.—The following further amendments are made to the General Provident Fund (Defence Services) Rules, as amended from time to time:—

(i) In Rule 14 of the said Rules—

For clause (1)(a)(iii) of the above rule, the following clause shall be substituted, namely:—

“to pay obligatory expenses on a scale appropriate to the applicants status which by customary usage the applicant has to incur in connection with marriages, funerals or other ceremonies.”

(ii) After rule 16 of the said Rules the following rule shall be inserted, namely:—

“16-A. (1) The number of policies in respect of which substitution for subscriptions due to the Fund or withdrawal of subscriptions from the Fund may be permitted under rule 16 shall not exceed four:

Provided that where immediately before the 14th January, 1956, substitution for subscription due to the Fund or withdrawal of subscriptions from the Fund, is permitted in respect of more than four policies, such substitution or withdrawal shall continue to be permitted in respect of those policies.

(2) The premium for a policy [including any policy referred to in the proviso to sub-rule (1)] in respect of which withdrawal of subscriptions from the Fund may be permitted under rule 16 shall not be payable otherwise than annually.

Explanation.—In computing the maximum number of policies specified in sub-rule (1), policies which have matured or have been converted into paid up ones shall be excluded.”

(iii) In sub-rule (2) of Rule 35 for the words “six months”, the words “three months” be inserted.

(iv) In the first proviso to clause (b) of Rule 16 for each of the expressions “twelve months” and “six months” the expression “three months” shall be substituted.

G. A. RAMRAKHIANI, Dy. Secy.

S.R.O. 3, dated 2nd Jan. 1956.—In exercise of the powers conferred by sub-section (1) of section 4 of the Army Act, 1950 (XLVI of 1950), the Central Government hereby applies all the provisions of the said Act to the 8th and 9th Battalions of the Assam Rifles, being a force raised and maintained in India under the authority of the Central Government.

[No. 62141/AG/P.S.1.]

S. K. MUKERJEE, Dy. Secy.

S.R.O. 4, dated 4th Jan. 1956.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India the President hereby makes the following rules regulating the recruitment to Class III personnel of the Indian Ordnance Factories:—

1. (a) These rules may be called the **INDIAN ORDNANCE FACTORIES (RECRUITMENT AND CONDITIONS OF SERVICE OF CLASS III PERSONNEL) RULES, 1956.**

(b) They shall come into force on the 4th January, 1956.

2. In these rules, unless the context otherwise requires—

(i) "Director-General" means the Director-General, Ordnance Factories.

(ii) "Factory" means an Ordnance Factory.

(iii) "Government" means the Government of India.

(iv) "Scheduled Castes" mean castes, races, or tribes, or parts of, or groups within castes or tribes, notified as such by the President of India.

(v) "Scheduled Tribes" mean tribes or tribal communities, or parts of, or groups within, tribes or tribal communities notified as such by the President of India.

3. (1) The Class III personnel service in the Indian Ordnance Factories to which these rules shall apply consists of the posts of the following grades, namely:—

Foreman (including Foreman/Design).

Storeholder.

Assistant Foreman.

Assistant Storeholder.

Chargeman, Grade I (including Chargeman, Grade I/Design).

Chargeman, Grade II.

Supervisor, Grade 'A'.

Supervisor, Grade 'B'.

Such posts will comprise of the following categories of officers, namely:—

1. Engineers—

A. Production.

B. Mechanical Heavy.

C. Mechanical Light.

D. Electrical.

E. Civil.

2. Chemists.

3. Metallurgists.

4. Leather Technologists.

5. Clothing Technicians.

6. Non-Technical.

(2) The scales of pay authorised for such posts and the grades from which promotions are normally made to these posts are mentioned in Appendix 'A'.

(3) In cases where no suitable candidate is available in the grade from which promotions are normally made or where an exceptionally qualified candidate is available in any other grade, the Director-General may allow promotions to be

made from channels other than those mentioned in Appendix 'A'. In all other cases of such promotions the matter shall be referred to the Government.

4. All appointments to these posts shall be made by the Director-General.

5. Vacancies in the posts of Supervisor, Grade 'B' shall normally be filled in the following manner, namely:—

- (a) 33 1/3 per cent. by appointment of qualified apprentices recruited and trained in accordance with the provisions of Appendix 'B';
- (b) 33 1/3 per cent. by promotion in accordance with the provisions of rule 8; and
- (c) 33 1/3 per cent. by direct recruitment.

6. Vacancies in the grade of Chargeman, Grade II shall normally be filled in the following manner, namely:—

- (a) 80 per cent. by promotion of Supervisors, Grade 'A' in accordance with the provisions of rule 8 or by appointment of selected qualified apprentices recruited and trained in accordance with the provisions of Appendix 'B'; and
- (b) 20 per cent. by direct recruitment.

7. Subject to exception contained in rule 11, vacancies in the posts of Foreman, Storeholder, Assistant Foreman, Assistant Storeholder, Chargeman, Grade I and Supervisor, Grade 'A' will normally be filled by promotion of employees in the grade immediately below in accordance with the provisions of rule 8. Vacancies in the grade of Chargeman, Grade I and Supervisor 'A' Grade may, however, be also filled by apprentices who may have completed their training in accordance with provisions of Appendix 'B', and had been declared fit to hold posts in those grades.

NOTE.—In case any extra organizational group or groups is/are added to the Ordnance Factories Organization for an *ad hoc* purpose such as Stock Verification Organization and the like a percentage of vacancies will be filled by direct recruitment including surplus personnel from other Defence Installations. The number of such vacancies to be filled by direct recruitment, will be in the discretion of the Director-General.

8. (1) Appointments by promotion shall be made by the Director-General on the basis of selection lists prepared for the different grades by the duly constituted Departmental Promotion Committees.

(2) Such selection lists shall be prepared—

- (a) In respect of appointment to the grade of Foreman, Storeholder, Assistant Foreman, Assistant Storeholder by the Departmental Promotion Committee II consisting of the Director-General and two officers of the Directorate General, Ordnance Factories nominated by the Director-General;
- (b) in respect of appointments to the grade of Chargeman, Grade I, and Chargeman, Grade II, by the Departmental Promotion Committee III (Central) consisting of the Deputy Director-General, Ordnance Factories, and two officers of the Directorate General, Ordnance Factories nominated by the Director-General after perusal of the recommendations of the Departmental Promotion Committee III (Factories) which shall be set up in each Factory and shall consist of the Superintendent of the Factory and two other gazetted officers of the Factory nominated by the Director-General; and
- (c) in respect of appointments to the grades of Supervisor 'A' and 'B' Grades by the Departmental Promotion Committee III (Factories) consisting of the Superintendent of the Factory and two other gazetted officers of the Factory nominated by the Director-General.

(3) The Departmental Promotion Committees shall meet periodically at least once a year and as more often as may be necessary and shall prepare for each grade and category in order of merit a list of names of persons considered fit for promotion.

(4) A vacancy to be filled by promotion shall be filled by persons on the approved list strictly in the order in which names are arranged in that list provided that—

- (i) appointments to the grade of Supervisors, Grade 'A' shall normally be confined to employees in the particular Factory in which the vacancy has arisen; and
- (ii) in respect of appointment to other posts the next person on the list working in the Factory in which the vacancy has arisen may be appointed out of turn if the vacancy is not likely to last for more than nine months.

PART III

9. (1) Each Officer will be placed in the appropriate category on the basis of technical qualifications and experience and his seniority determined in accordance with rule 10.

(2) No officer placed in a post in any category will normally be eligible for promotion or transfer to a post in any other category.

10. (1) The Director-General will prepare seniority list of all officers in their own categories according to the following procedure:—

- (i) As between two officers holding a particular class of appointment, in a substantive capacity, seniority in that class of appointment as well as in the officiating appointments held by them whether in the same rank or different ranks shall be determined with reference to the date of substantive appointment.
- (ii) Subject to the provisions of clause (iii), an officer holding an appointment in a particular class in a substantive capacity will be normally senior to an officer holding an appointment in the same class in a non-substantive capacity.
- (iii) Seniority of persons holding temporary appointments which are made on agreement or on a probationary basis and which are expected to be continued after the expiry of the initial period, will be reckoned *vis a vis* others holding permanent appointment in the same grade in the Ordnance Factories from the date from which the officers concerned have been holding appointments of the same grade continuously. The seniority so assigned to such persons shall not be disturbed on their confirmation at a later stage.

NOTE.—This clause applies only to persons recruited through the Union Public Service Commission and to those recruited directly, otherwise than through the Union Public Service Commission prior to 1st April, 1947.

- (iv) Temporary seniority in a given grade will be reckoned from the date from which the officer concerned has been occupying it continuously, irrespective of whether he has a substantive appointment in some lower grade.

(2) In making their recommendation for promotions, the Departmental Promotion Committee will have regard:—

- (a) to the substantive seniority of an officer as determined in clauses (i) to (iii) of sub-rule (1);
- (b) to his temporary seniority as determined in clause (iv) of sub-rule (1); and
- (c) to merit.

(3) When an officer who is substantively senior is intended to be superseded by an officer who is substantively junior the appropriate Departmental Promotion Committee shall record reasons for such supersession.

(4) Where the appropriate Departmental Promotion Committee decides that for the purpose of reckoning temporary seniority a short break in an officer's

acting appointment due to an accident of service be condoned, such Departmental Promotion Committee shall formally record its reasons for such decision.

NOTE 1.—The provisions of this rule will not be applicable to Supervisors and other officers of same scale and standing who will be governed by the orders contained in Government of India, Ministry of Defence letter No. 19/18/D(Fy), dated 28th May, 1952.

NOTE 2.—Subject to existing Government orders, the Director-General, may, at any time, make temporary appointments irrespective of seniority to meet particular requirements for reasons which will be recorded. It will also be recorded that such appointments are of a temporary nature and have no bearing on the question of seniority. They will remain temporary and will not affect the seniority until declared otherwise.

PART IV

11. When a post is to be filled by promotion and if sufficiently suitable candidates are not available, the post may be filled by direct recruitment.

12. No appointment to the posts to which these rules apply shall be made otherwise than as specified in these rules.

13. Where the Director-General is required to recruit under rules 5, 6 and 11 the following procedure shall be observed:—

- (i) Employment Exchanges will be asked to nominate candidates and selection will be made from among such candidates.
- (ii) If sufficient number of suitable candidates is not available from among the candidates so nominated, selection may be made from among the candidates who apply in response to open advertisement.
- (iii) Selection shall be made by the appropriate Departmental Promotion Committee (Central), who may delegate where necessary to Departmental Promotion Committee III (Factories) the duty of receiving and scrutinising applications and/or of interviewing candidates and making preliminary recommendations.

14. (1) A candidate for admission to selection must be either—

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a person who has migrated from areas which now form Pakistan with the intention of permanently settling in India, or
- (d) a subject of Nepal or of a Portuguese or French possession in India.

NOTE 1.—The appointment of candidates in categories (c) and (d) above will be subject to the issue of certificates of eligibility in their favour by the Government. Certificates of eligibility will not however, be necessary in the case of—

- (1) Persons who migrated to India from Pakistan before the 19th July, 1948, and have ordinarily been resident in India since then.
- (2) Persons who migrated to India from Pakistan after the 18th July, 1948, but before the 30th September, 1948, and had got themselves registered as citizens within the time allowed.
- (3) Non-citizens who entered service under the Government before the commencement of the Constitution, viz: the 26th January, 1950, and who have continued in such service since then. Any such person who re-entered or may re-enter such service with a break, after the 26th January, 1950, will, however, require certificates of eligibility in the usual way.

NOTE 2.—A candidate in whose case a certificate of eligibility is necessary may be considered for the appointment and he may also be provisionally appointed subject to the necessary certificate issued in his favour by the Government.

15. (1) A candidate must not be more than 35 years of age on the date of entry into service.

NOTE.—The age limit shall be relaxable in the case of persons belonging to Scheduled Castes/Scheduled Tribes, displaced persons or any other category of persons to the extent that may be sanctioned by the Government from time to time.

(2) A candidate for the posts of Supervisor, Grade 'B' and Chargeman, Grade II must possess respectively the qualifications laid down in Appendix 'C'.

(3) Direct recruitment to all other posts will be made by the Director-General on the merits of each individual case at his discretion.

(4) In exceptional cases, the Director-General may relax the provisions of sub-rules (1) and (3) upto 31st December, 1957.

18. The terms and conditions of service in respect of Foreman down to and including Supervisor 'B' Grade shall be as laid down in Appendix 'D'.

PART V

17. These rules shall also apply to other posts in Class III personnel service of the Indian Ordnance Factories with different designations but carrying the same scale of pay and having the same standing, and references in these rules to any post specified in rule 3 shall, in such application, be construed as references to such other post as corresponds to the post so specified.

18. If any doubt or difficulty arises as to the interpretation of these rules in any case, the Director-General shall report the same to the Government and the Government may pass such orders thereon as it considers fit.

APPENDIX 'A'

[Vide Rule 3 (2)]

Post (1)	Prescribed scale (2)	Grades from which promotions normally made (3)
	Rs.	
Foreman	*360—20—500 300—20—500	Assistant Foreman
Foreman (Design)	*360—20—500 300—20—500	Chargeman Grade I (Design).
Storeholder	300—20—460	Assistant Storeholder.
Assistant Foreman	*300—20—400 260—15—350	Chargeman Grade I. Chargeman Grade II. Senior Draughtsman (Jig and Tool).
Assistant Storeholder	260—15—335	{ Chargeman Grade I. Chargeman Grade II.
Chargeman Grade I	*260—15—350	Chargeman Grade II.
Chargeman Grade I (Design)		
Chargeman Grade II	200—10—300	{ Supervisor Grade 'A' Senior Draughtsman. Senior Rate Fixer. Senior Planner. Senior Gate-Keeper. †Head Clerk. †Cashier. †Upper Division Clerk. Stenographer. Senior Estimator. Assistant Cashier.
Senior Draughtsman (Jig. & Tool)	200—10—300	Senior Draughtsman.
Supervisor Grade 'A' (Non-Technical).	150—7—185—8— 225	Supervisor Grade 'B' (Non-Technical). †Upper Division Clerk.
Supervisor Grade 'A' (Technical).	Do.	{ Supervisor Grade 'B' (Technical). Examiner Grade 'A'.

(1)	(2)	(3)
	Rs.	
Supervisor Grade 'A' (Security)	150—7—185—8—225	Gate-keeper (Junior).
Supervisor Grade 'B' (Non-Technical)	100—5—125—6— 155—EB—6—185.	{ †Lower Division Clerk ‡Godown-keeper
Supervisor 'B' (Technical).	Do.	{ Highly Skilled Workmen. Skilled Workmen. Viewer Grade 'B'.
Supervisor Grade 'B' (Fire Brigade)	Do.	Driver Fire Brigade.

*These scales will be in force up to 31st August, 1956 in accordance with the provisions of Government orders issued under M. of D. No. 105/53/D.(Fy), dated 25th August, 1953.

†Though normally Head Clerks and Cashiers will be promoted to Chargeman, Grade II, promotion to Assistant Foreman and Assistant Storeholder from Head Clerks and Cashiers in the case of pre-1931 entrants and in the case of Head Clerks drawing pay in the scale of Rs. 300—10—400 or Rs. 200—10—300 plus Rs. 30 and also those whose pay was changed from Rs. 300—10—400 to Rs. 160—10—250 on the introduction of the Civilians in Defence Services (Revision of Pay) Rules, will also be regarded as the normal order of promotion.

‡If listed by the appropriate Departmental Promotion Committee.

APPENDIX 'B'

[Vide Rules 5(a), 6(a) and 7]

SUBJECT.—Scheme for the training of Apprentices in Ordnance Factories.

1. Object.—The object of the scheme is to train persons for non-gazetted posts in the Indian Ordnance Factories.

2. Training.—Apprentices will receive training in, either—

- (i) General mechanical engineering or mechanical engineering trades at Gun Carriage Factory, Jubbulpore, Rifle Factory, Ishapore, Gun & Shell Factory, Cossipore, or the Ammunition Factory, Kirkee; or
- (ii) Steel production, rolling and forging or non-ferrous metal production, rolling and extrusion and wire drawing in the Metal & Steel Factory, Ishapore; or
- (iii) Manufacture of nitric and sulphuric acid, gun cotton, acetone, cordite and cannon cartridges and plumbing at Cordite Factory, Aruvankadu, High Explosives Factory, Kirkee; or
- (iv) Tanning and currying Harness and Saddlery at Harness and Saddlery Factory, Kanpur; or
- (v) Tailoring and cutting at Clothing Factory, Shahjahanpur; or
- (vi) Filling at Ordnance Factory, Khamaria.

3. Recruitment.—The Apprentices will be appointed by the Director-General on the recommendation of a Central Selection Board after an interview and a written test on general knowledge carried out by a local Selection Board appointed at each of the Factories referred to above.

NOTE I.—The rules for the appointment, constitution and duties of the Local Selection Boards and Central Selection Board shall be prescribed by the Director-General.

NOTE II.—Upto a maximum of 20 per cent. of vacancies of Apprentices in a year, may be filled by the Director-General at his discretion, by suitable candidates who are already employed in Ordnance Factories or who qualify in the written test and interview for recruitment.

4. Age on recruitment.—For Metal and Steel Factory, Cordite Factory, High Explosives Factory, Kirkee, Ordnance Factory, Khamaria and Harness and Saddlery Factory (for tanning and currying only)—not exceeding 23 years. For all other Factories the maximum age on recruitment will not exceed 19 years. If diploma holders or degree holders in mechanical engineering, electrical engineering, metallurgy or chemical technology from recognised institutions the age limit will be not exceeding 22 years. If candidates with I.Sc., qualifications are recruited as plumbing apprentices in Cordite Factory, the age limit will be 19 years.

NOTE I.—The Director-General may, at his discretion, permit the following relaxations of age in the case of departmental candidates:—

- (i) *Relaxation upto a maximum of 1 year.*—Where the candidate has at least 3 completed years service in Ordnance and Clothing Factories.
- (ii) *Relaxation upto a maximum of 2 years.*—Where the candidate has at least 6 completed years service in the Ordnance and Clothing Factories.
- (iii) *Relaxation upto a maximum of 3 years.*—Where the candidate has exceptionally high academic qualifications and long experience.

NOTE II.—The Director General may, at his discretion, relax the age limit by one year in the case of displaced persons otherwise qualified for apprenticeship.

NOTE III.—In the case of candidates belonging to Scheduled Castes and Scheduled tribes the age limit may be relaxed by three years.

NOTE IV.—The Director-General may, also at his discretion relax the maximum age limit upto six months in those cases where the qualification prescribed is I.Sc. and a B.Sc. or higher qualified man offers or where the prescribed qualification is B.Sc. and an M.Sc. candidate offers for apprenticeship.

5. Entrance qualifications.—(a) Candidates for appointment to Factories other than Metal & Steel Factory, Cordite Factory, High Explosives Factory, Kirkee, Ordnance Factory, Khamaria and Harness & Saddlery Factory (for tanning and currying only) must have passed Intermediate examination in Science of Engineering of a University or Board approved by the Central Government or have obtained the Cambridge School 'A' certificate or the Higher diploma of the Mayo College, Ajmer, or have obtained a diploma in mechanical or electrical engineering from a recognised institution.

(b) Candidates for appointment to the Metal and Steel Factory must hold a diploma or degree in metallurgy or mining or a degree in any two of the subjects Physics, Chemistry and Mathematics of a University approved by the Central Government.

(c) Candidates for appointment to the Cordite Factory, High Explosives Factory, Kirkee, Ordnance Factory, Khamaria must hold a degree in Science with Chemistry as principal subject or have obtained a degree or diploma in chemical engineering at a University or technical college approved by the Central Government. The minimum qualifications in the case of candidates recruited for plumbing will, however, be a pass in Inter Science.

(d) Candidates for appointment to the Harness & Saddlery Factory (Tanning & Currying) must hold an Honours B.Sc. degree in Applied Chemistry or a diploma in leather technology in a technological institution approved by the Central Government.

(e) All candidates must have an elementary knowledge of Dynamic, Statics, Algebra up to quadratic equations, Elementary Trigonometry and Physics.

II. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with efficient training as an apprentice. The decision of the Medical Board or Officer appointed, if any, for purposes of examining apprentices, will be final.

6. I. Period of training.—This will normally be as follows, but a longer or shorter period may be fixed at the discretion of the Director-General to suit various trades:—

- | | | |
|--|---|----------|
| <ul style="list-style-type: none"> *Gun Carriage Factory, Jubbulpore. *Rifle Factory, Ishapore. *Gun & Shell Factory, Cossipore & *Ammunition Factory, Kirkee. | } | 4 years. |
| Metal & Steel Factory, Ishapore—3 years. | | |
| †Cordite Factory, Aruvankadu—2½ years. | | |
| High Explosives Factory, Kirkee—2½ years. | | |

NOTE.—*The course of training at these factories will be reduced by two years in the case of diploma holders in mechanical or electrical engineering from recognised institutions for these candidates training for Mechanical or Electrical trades.

†The period of training for apprentices recruited in 1949 for this Factory will be two years only. In the case of plumbing apprentices with the minimum educational qualifications of I.Sc. however, the period of training will be 4 years. In case of sickness, the courses may be extended correspondingly to cover time lost.

Harness & Saddlery Factory, Kanpur:

(a) Tannery & currying—2½ years.

(b) Saddlery—3 years.

Clothing Factory, Shahjahanpur—4 years.

Ordnance Factory, Khamaria—2½ years.

II. The training will consist of:—

(a) maximum practical training to craftsmanship and

(b) adequate theoretical education to cover workshop technique.

The courses to be followed will be those as may be prescribed by the Director-General.

NOTE.—Theoretical instruction will be given, as necessary by members of the factory staff; or under special circumstances and subject to the approval of the Director-General, Ordnance Factories by utilization of outside educational establishments or approved courses.

7. **Number of Apprentices.**—The maximum number of apprentices that may be under training at any one time is 300. Within this maximum the D.G.O.F. is empowered to recruit apprentices for training in the Factories mentioned in para 2 above. The number to be trained will be reviewed annually.

8. **Conditions of service.**—(a) *General.*—Condition of service during apprenticeship, form of indentures, rules etc. will be based on common principles but will vary according to the individual needs of each Factory.

(b) *Pay.*—The rates of pay (excluding dearness and other allowances as in force for other Government servants) for the Apprentices will be as under:—

Cordite Factory, Aruvankadu, (except Plumbing Apprentices with the minimum educational qualifications viz. I.Sc.) High Explosives Factory, Kirkee and Ordnance Factory, Harness and Saddlery Factory, Kanpur and Metal Khamaria, and Steel Factory, Ishapore.	1st year Rs. 80/-
	2nd year Rs. 85/-
	3rd year Rs. 90.
Other Factories and Plumbing Apprentices of Cordite Factory, Aruvankadu with the minimum educational qualifications of I.Sc.	1st year Rs. 60.
	2nd year Rs. 70/-.
	3rd year Rs. 80/-.
	4th year Rs. 85.
	5th year Rs. 90.

Apprentices who are degree holders or diploma holders in mechanical or electrical engineering recruited for other factories will receive the same scales of pay as those for apprentices for Cordite Factory, Harness and Saddlery Factory and Metal and Steel Factory.

NOTE.—Annual increments will not be admissible as a matter of course; their grant wholly or in part will depend upon the satisfactory work and conduct of the apprentice during the period of training.

(c) *Bonus.*—Bonus of one month's pay will be credited to each apprentice on completion of each year of satisfactory service, and placed on his behalf in an account in the Post Office Savings Bank or the Imperial Bank of India. The money so accruing to the credit of the apprentice will only be paid to him if he completes the full apprenticeship to the satisfaction of the Superintendent or other officer in charge of the factory, and then only after any charges outstanding against him have been liquidated therefrom. The bonus of an apprentice, if withheld, will be credited to Government. In the case of an apprentice who is prevented by death from completing his full training course, the amount of bonus

accrued to his credit will be paid to his local heirs after deduction of any charges that may be outstanding against him.

(d) *Housing*.—Apprentices will be required to live in Government hostels where these are provided. Hostels are available at Ishapore, Cossipore, Kirkee and Jubbulpore. Charges on account of house rent, electricity for lighting and fans, furniture, water tax and conservancy will not be recovered from the Apprentices, but will be adjusted by book transfer against the special work order for training of apprentices.

(e) *Leave*.—Fifteen days' leave on full pay, or thirty days' leave on half pay in the year, may be granted to an apprentice at the discretion of the Superintendent. Hospital and casual leave with pay for a period not exceeding one month at a time will also be granted for periods of absence recommended by the medical authorities on account of injuries received while on duty, inoculation on segregation or when the apprentice is sent to a Pasteur Institute for anti-rabic treatment. Extra-ordinary leave may also be granted to apprentices under the normal rules.

9. *Fees*.—The factory may pay fees for approved correspondence courses or outside college courses (see note to sub-para II of paragraph 6) in advance if necessary, with the approval of the Director General, Ordnance Factories.

For correspondence courses the following rules will be observed:—

- (i) If an apprentice drops out through sickness, or other justifiable cause, it must be possible for the factory to obtain a refund for the uncompleted portion of the course or transfer it to another apprentice, and no recovery will have to be made from the former apprentice.
- (ii) If, in the opinion of the Superintendent, an apprentice gives up or fails to complete his course without just cause the factory will obtain a refund for the uncompleted portion of the course, and the cost of the course so far completed will be recovered from the apprentice within the limits of any sums standing to his credit.

10. *Grant*.—(i) *General*.—A lump sum will be placed at the disposal of the Director-General, Ordnance Factories for distribution to factories to meet the following charges:—

- (a) Expenses mentioned in paragraph 9 above.
- (b) Fees to members of the factory staff other than the Chargemen, Hostel and Apprentice Training, for Supervision and instruction of the apprentices out of factory hours, to be calculated as in the case of overtime pay.

(NOTE.—Instruction during factory hours is part of the duties of the staff).

- (c) Fees to outside educational establishments or Instructors unless special sanction is separately given.
- (d) Cost of books, stationery, instruments and educational appliances such as apprentices are not required to provide themselves.
- (e) Examiner's fees.
- (f) Expenditure on any similar or recreational purpose approved by the Director-General.
- (g) T.A. of apprentices when they are sent to Factories or Firms for essential training.

NOTE.—The lump sum will be provided on the basis of Rs. 600/- per mensem for each factory so long as the number of apprentices on its roll does not exceed 14, and thereafter a per capita allotment of Rs. 44/- per mensem.

(ii) *Special*.—The following appointments are sanctioned to satisfy special needs, the expenditure in each case being in addition to the allotments mentioned above in sub-paragraph (i) of this paragraph:—

- (a) Four Chargemen for apprentice hostels.
- (b) One Assistant Foreman and one Chargeman in each Factory (excepting Ordnance Factory, Khamaria where the existing staff will be utilised

for imparting training to the apprentices for the present). The staff of the training centre at Ishapore would be increased by one Foreman in the second year from the commencement of the training scheme and by one Chargeman in the third year from the commencement of the training scheme.

The Chargeman, Apprentice-hostel and Apprentice training, will understudy each other.

(iii) A sum of Rs. 1500 is sanctioned for Hostel libraries for Gun Carriage, Rifle, Ammunition and Gun and Shell Factories. Factory libraries will be utilised in factories other than those mentioned.

(iv) *Incidence of expenditure.*—Actual productive work done by the apprentices will be charged direct to production and the balance of their pay to a special work order covering the total sanctioned expenditure on the training of apprentices i.e., pay *vide* paragraph 8(b) and sub-clauses (i) and (ii) of this paragraph the recurring expenditure mentioned in sub-clause (vi) of this paragraph is also debitable to this work order.

(v) Rent, depreciation, repairs to Hostel buildings, cost of electricity for lighting and fans, furniture and conservancy will be met from factory funds (see also paragraph 8(d)).

(vi) *Cost.*—An annual recurring grant will be sanctioned for meeting the cost of the scheme.

The expenditure in all factories will be controlled by the Director General, Ordnance Factories, and will be subject to audit by the Controller of Army Factory Accounts.

11. Post Training Employment.—(a) On satisfactory completion of the apprenticeship course the apprentices will be graded by the Director General, Ordnance Factories as fit for appointment to the grade of Chargeman, Grade I or II, or Supervisors Grade 'A' or 'B' and unfit. While Government offer no guarantee of appointment, successful candidates will be offered appointment in the grades in which they have qualified subject to the availability of vacancies and subject to their being found fit, both physically and in other respects for such an appointment.

(b) On appointment every apprentice will be required to execute a Bond with two sureties, to the effect that he will serve the Government for a period of 3 years at least from the date of his appointment after satisfactory completion of his training and in the event of his failure to serve the Government for the specified period, he and his sureties will be liable to refund to Government, on demand, all monies paid to him or expended in connection with his training as an Apprentice.

His services can, however, be terminated by the Government wither on abolition of the post or as a result of disciplinary proceedings taken against him under the relevant rules.

APPENDIX 'C'

[*Vide* RULE 15(2)]

Posts	Qualifications etc., required
Supervisor, Grade 'B'	<p>(i) <i>For technical posts.</i></p> <p>(a) A pass in Matriculation Examination of a recognised University preferably followed by one year's practical research/teaching experience.</p> <p>or (b) Served a regular apprenticeship of not less than 3 years' duration in the trade.</p> <p>or (c) Served in the particular trade for a total period of not less than ten years out of which not less than 3 years should be in a junior Supervisory capacity</p>

Posts	Qualifications etc. Required
Chargeman, Grade II	<p>(ii) <i>For non-technical posts.</i> At least a graduate of a recognised University. In addition, experience in a position of junior Supervisory capacity for not less than 3 years in the particular type of work/trade/profession for which to be recruited will be desirable.</p> <p>(i) <i>For technical posts.</i> (a) A pass in Matriculation Examination of a recognised University, followed by practical/research/teaching experience for not less than 2 years. or(b) After passing the matriculation examination, he should have served a regular apprenticeship of not less than 3 years duration in the trade, followed by experience of at least 3 years in a junior supervisory capacity as a draughtsman estimator etc. in the trade. or(c) After passing the matriculation examination or equivalent he should have served in a position of junior supervisory capacity of not less than 5 years in the trade.</p> <p>(ii) <i>For non-technical posts.</i> At least a Degree from a recognised University. In addition, experience in a position of junior supervisor capacity for not less than 5 years in the particular type of work/trade/profession for which to be recruited will be desirable.</p>

(NOTE.—The qualification of a University degree need not be insisted on in the case of staff employed as Sanitary Inspectors or incharge of Fire Brigade).

APPENDIX 'D'

[Vide RULE 16]

The following are the terms and conditions of service for appointment to the grades of Foreman down to and including Supervisor 'B' Grade and others of similar pay and standing though otherwise designated :—

Names of Services.	Terms and conditions of appointment
Foreman(including Foreman/Design) Storeholder Assistant Foreman Assistant Storeholder Chargeman, Grade I (including Chargeman, Grade I/Design) Chargeman, Grade II	<p>(i) Indian Nationals appointed to these posts will not be required to execute any contract for their service. They will be governed by the ordinary rules applicable to civilian employees of the Defence Services but will have the liability to serve anywhere in India. Non-Indians and Indian Nationals engaged on special terms, will, however, execute contracts for their service. The terms of such contracts will be laid down as and when the appointments are made.</p> <p>(ii) Normally every person will start at the lowest rate of the appropriate time scale of pay. The scales of pay of the posts have been shown in Appendix 'A.' A higher starting pay may, however, be granted in deserving cases with the concurrence of the Associate Finance.'</p>

NOTE :—The appropriate scale will include the scales of pay sanctioned in Ministry of Defence letter No. 9223/D. 11 dated 23rd August, '48 so long as these scales are operative.

Names of services

Terms and conditions of appointment

- (iii) These personnel will serve on the basis of Contributory Provident Fund and be eligible to join the Indian Ordnance Department Provident Fund from the date they are granted quasi-permanent status.
- (v) *Duration of service*—
The appointment to these posts will be on a temporary basis in the first instance, the first six months of which will be treated as probationary period. The probationary period may be extended by the appointing authority if necessary.
- The service will be terminable at any time by one month's notice in writing by either side. On being confirmed, an individual will be required to give notice for termination of service as prescribed for permanent personnel.
- (vi) *Travelling Allowance*.
No travelling allowance is admissible on joining first appointment or on termination of service.
- (vii) *Leave*
Subject to exigencies of service leave will be admissible in accordance with the provisions of Army Instructions No. 17/S of 1949, as amended from time to time.
- (viii) No terminal benefit will be admissible for temporary service.
- (ix) *Overtime pay*
As admissible under the rules in force from time to time.
- (x) *Quarters*
Free unfurnished quarters or compensation in lieu according to rules. Occupiers of Government quarters are liable to pay such local or municipal taxes as are payable by custom.
- (xi) *Duties*.
Supervisory
Note:—In all other matters, personnel who are recruited against those posts will be governed during the period of their service by the Government regulations for the time being in force.

No claims whatsoever based on previous services rendered in this or any other Department will be entertained.

Senior Draughtsman
(Jig & Tool)
Supervisor 'A' Grade
Draughtsman, Senior Estimator, Senior Planner, Senior Ratefixer,
Senior Gatekeeper, Senior.
Supervisor 'B' Grade
Draughtsman
Estimator
Planner
Ratefixer
Gatekeeper, Junior

The terms and conditions of service of the employees in those posts are similar in all respects to other personnel on the Non-Industrial Establishment. That is to say, they are governed by Civil Service Regulations, Civilians in Defence Services (Temporary Service) Rules, 1949, Civilians in Defence Services (Classification, Control and Appeal) Rules, 1952, and other relevant rules applicable to such personnel.

K. RAJAGOPALAN, Under Secy.

S.R.O. 5, dated 30th December, 1955.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), it is hereby notified by the Central Government that a vacancy in the membership of the Cantonment Board, Mathura, has arisen consequent on the death of Shri D. M. Malhotra, an elected member from Ward No. II of the said Board.

[No. 29/4/G/L&C/55/D (C&L).]

S.R.O. 6, dated 30th December, 1955.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), the Central Government is pleased to notify that a vacancy has occurred in the Cantonment Board Ahmedabad by reason of the acceptance by the Central Government of the resignation of Maj. V. M. Natu.

[No. 19/2/G/L&C/55/D (C&L).]

S.R.O. 7, dated the 30th December, 1955.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), the Central Government is pleased to notify the nomination of Maj. R. N. Kakkar, as a member of the Cantonment Board, Ahmedabad, *vide* Maj. V. M. Nathu resigned.

[No. 19/2/G/L&C/55/D (C&L).]

S.R.O. 8, dated 30th December, 1955.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), the Central Government is pleased to notify that a vacancy has occurred in the Cantonment Board Clement Town by reason of the acceptance by the Central Government of the resignation of Maj. Rana Jhalak Jung Bahadur.

[No. 19/1/G/L&C/51/D (C&L).]

S.R.O. 9, dated 30th December, 1955.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), the Central Government is pleased to notify the nomination of Maj. R. Y. Naphade, as a member of the Cantonment Board, Clement Town, *vice* Maj. Rana Jhalak Jung Bahadur resigned.

[No. 19/1/G/L&C/51/D (C&L).]

S.R.O. 10, dated 30th Dec. 1955.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), the Central Government is pleased to notify that a vacancy has occurred in the Cantonment Board, Lansdowne, by reason of the acceptance by the Central Government of the resignation of Maj. S. R. Khan.

[No. 19/21/G/L&C/54/D (C&L).]

S.R.O. 11, dated 30th Dec. 1955.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), the Central Government is pleased to notify the nomination of Maj K. R. B. Mahabir as a member of the Cantonment Board, Lansdowne, *vice* Maj. S. R. Khan resigned.

[No. 19/21/G/L&C/54/D (C&L).]

S.R.O. 12, dated 31st Dec. 1955.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), the Central Government is pleased to notify that a vacancy has occurred in the Cantonment Board, Meerut, by reason of the acceptance by the Central Government of the resignation of Lt. Man Singh.

[No. 19/6/G/L&C/52/11474-LC/D (C&L)/55.]

S.R.O. 13, dated 31st Dec. 1955.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), the Central Government is pleased to notify the nomination of Capt. S. D. David as a member of the Cantonment Board, Meerut, *vice* Lt. Man Singh resigned.

[No. 19/6/G/L&C/52/11474-LC/D (C&L)/55.]

S.R.O. 14, dated 31st Dec. 1955.—The following amendment to the Bye-laws for the regulation of the collection and recovery of octroi (without refunds) in the Cantonment of Ambala, framed by the Cantonment Board, Ambala, in exercise of the powers conferred by clause (3) of section 282 and section 283 of the Cantonments Act, 1924 (II of 1924), published with the notification of the Government of India in the late Defence Department, No. 27/8/G/C.&L./44, dated the 8th April, 1944, is hereby published for general information, the same having been approved and confirmed by the Central Government as required by sub-section (1) of section 284 of the said Act, namely:—

After bye-law No. 34, the following shall be added, namely:—

Bye-law 34-A

(1) As long as no trade ware-house is maintained by the Cantonment Board a person importing goods intended for temporary retention within octroi limits and eventual re-export may avail himself of the Re-export Pass System.

(2) No. person shall be permitted to make use of the Re-export Pass System unless he has made a security deposit of Rs. 1,000 in cash or in the form of a Post Office Savings Bank account, as security for due compliance with the provisions of these rules. This security shall be liable to confiscation in the event of any infringement of these rules.

(3) The cash tendered under the foregoing sub-rule or the pass book presented in proof of the deposit in the Post Office Savings Bank shall be acknowledged in Form G.8 appended to these bye-laws or by means of a letter issued over the signature of the Octroi Superintendent who shall maintain a list of all such persons who have thus acquired the title to avail themselves of the Re-export Pass System. The list shall be kept corrected upto date and a copy thereof duly attested by the Octroi Superintendent supplied to and posted at each barrier.

(4) When a person wishes to import any goods on an outpost barrier on a Re-export, Pass, he shall apply, for it to the Official in-charge of the barrier and make a true declaration according to bye-law 9; and where the goods are not imported for the intention given in bye-law 9; clause 1, sub-clauses (i), (ii), or (iii), the person importing the goods shall also declare whether such goods are intended for temporary retention within the Octroi limits and re-export under the Re-export Pass System. The official in-charge of the barrier after satisfying himself that the applicant's name is borne on his list and after referring to the receipt or letter produced by the applicant in proof of his having made the necessary deposit, shall admit the goods, and after preparing a pass in duplicate in Form 0.24 (appended to these bye-laws) by the carbon process shall hand over the original to the importer and forward the duplicate to the Head Octroi Office.

(5) The passes to be issued in Form 0.24 above shall be bound in book form, each book containing a uniform number of leaves and each leaf bearing printed book number and serial number. A stock account of the pass books shall be maintained at the Head Octroi Office in Form G.29 (appended to these bye-laws) and no new book shall be issued unless the previous one has been completely used and returned.

(6) The pass issued under sub-rule (4) shall be valid for a period of thirty days and may be renewed for another term of thirty days on the authority of the Octroi Superintendent on receipt of an application from the person concerned before the expiry of the first period of thirty days.

(7) When the person concerned desires to re-export the goods in question, or a portion of them, he shall send an intimation to the Head Octroi Office stating the date and time at which and the barrier through which he proposes to re-export them. He shall then fill up the second foil of the pass in his possession stating the number, weight and description of the goods to be re-exported and submit the pass to the Head Octroi Office. The Officer in-charge of the Head Octroi Office shall then sign and return the pass and send intimation to the barrier in question of the date and time stated. The Officer in-charge of the barrier shall receive from the person concerned the pass in Form 0.24 (appended to these bye-laws), compare the details therein with the goods exported and record the result of his verification in the third foil. He shall then send the pass to the Head Octroi Office, where the details of the second and third foils shall be copied into the corresponding foils of the duplicate pass kept at the Head Octroi Office and attested by the Officer in-charge. The original pass shall then be returned to the person concerned to enable him to re-export the rest of the consignment.

(8) For every person permitted to take advantage of the Re-export Pass System, a ledger account shall be opened in a register to be maintained in Form 0.25 (appended to these bye-laws) in which all imports and re-exports shall be entered as soon as intimation thereof is received at the Head Octroi Office under sub-rules (4) and (7) above. The entries of re-exports, in case the goods are removed from the octroi limits in more than one instalment, shall be so recorded as to appear against the imports made on the same pass. For this purpose, sufficient space shall be left under each pass to provide for the entry of all re-exports made on it subsequent to the first.

(9) On the expiry of the period of thirty days from the date of issue of a pass or of the extended period of thirty days more, a balance shall be struck in the register to ascertain the quantity of the unexported goods, if any, lying with the pass holder in respect of that particular pass. The duty on such goods shall then be calculated so that action may be taken to recover the amount due and to invoke the penal provisions of the rules in case they have been infringed.

(10) On the application of a depositor for the refund of his security, or on the coming to light of circumstances disclosing any abuse of the pass, the account shall be closed, the total re-exports shall be set off against the total imports on all the passes issued from time to time and the balance of unexported goods with the pass-holder, if any, worked out. In the case of a depositor who has applied for a refund, if no amount is found due from him and the rules have not been infringed, the deposit shall be refunded to him. In all other cases, action shall be taken as laid down in the last sentence of the proceeding sub-rule.

FORM 0.24

ORIGINAL

Re-export Pass

Name of barrier.

Book No.

Pass No.

I, _____ son of _____ do hereby declare that the following goods imported by me on _____ are *(a) already sold to s/o _____, of _____ for export to (a place outside Ambala Cantonment) and will be re-exported within thirty days, *(b) intended for transfer within thirty days to my premises at _____ and are not for sale, use, consumption gift or disposal otherwise within the limits of the Cantonment.

I shall not permit their consumption, use or sale in the Cantonment.

I fully realize that if this information is untrue I am liable to a fine of Rs. 100 under bye-law No. 35 of the Octroi Bye-laws, and the confiscation of my security, in addition to the payment of any tax payable on the goods if these are consumed, used, or sold within the Cantonment limits of Ambala.

A sum of Rs. 1,000 has been paid as security.

[Here quote No. and date of receipt (G-8) or the Post Office Savings Bank Account.]

Signature,

son of

(Address)

Place

Dated

NOTES.—(i) *Strike out whichever does not apply.

(ii) In the space between the words "the following goods" and "imported by me on" the number of packages, the contents of each package, the description of the goods contained therein and the weight of each description of the goods contained therein should be distinctly stated.

SECOND FOIL

Name of barrier.

Book No.

Pass No.

I hereby intimate that I intend to re-export the following out of the above goods from the barrier.

Date and hour of export.

No. of packages.

Description of the goods.

Weight.

Signature of the pass holder.

THIRD FOIL

Name of the barrier.

Book No.

Pass No.

Certified that the following goods were exported from the barrier:—

Date and hour of export.

No. of packages.

Description of goods.

Weight.

Signature of the Officer Incharge of the barrier.

COUPONS OF RE-EXPORT PASS

Name of the barrier.

Book No.

Pass No.

Date and hour when
consignment is met.

No. of packages and
description of goods.

Initials of Inspector.

FORM G. 29

STOCK REGISTER

Description of Articles.....

Date	Opening balance	Number or quantity of articles re- ceived	Total	To whom issued	Number of quantity of articles issued
1	2	3	4	5	6

Balance	Signature of the Officer issuing the articles	Signature of the Officer in acknowledge- ment of his having received the articles	Remarks
7	8	9	10

FORM 0-25.

Register of Imports and Exports

Date	Name of Pass Holder	Nature of security whether in cash or bank deposit with No. and date of receipt etc.	IMPORTS		
			No. and date of export pass	No. of packages	Description of goods

1	2	3	4	5	6
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EXPORTS

Weight	Initials of Officer Incharge Head Octroi Office	Date of export	No. of packages	Description of goods	Weight of	Initials of Officer Incharge Head Octroi Office
7	8	9	10	11	12	13

Balance

Remarks

Date	Description of goods	Weight	Amount of duty	
14	15	16	17	18

S.R.O. 15, dated 2nd Jan. 1956.—In exercise of the powers conferred by sub-section (2) of section 16 of the Cantonments Act, 1924 (II of 1924), the Central Government is pleased to fix the 26th February, 1956, as the date on which casual election shall be held in Meerut Cantonment in Ward No. III.

[No. 29/5/G/L&C/55/11511-LC/D(C&L).]

S.R.O. 16, dated 6th Jan. 1956.—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (II of 1924), it is hereby notified by the Central Government that vacancies in the membership of the Cantonment Board, Mhow, have arisen consequent on the election of Sharvashri Ram Narain and Babu Lal as members of that Board from Ward No. 4 having been set aside by the District Judge of Indore.

[No. 29/13/G/L&C/55/D(C&L).]

S.R.O. 17, dated 6th Jan. 1956.—In exercise of the powers conferred by sub-section (2) of section 16 of the Cantonments Act, 1924 (II of 1924), the Central Government hereby fixes the 27th February, 1956, as the date on which casual election shall be held in Mhow Cantonment, Ward No. 4.

[No. 29/13/G/L&C/55/D(C&L).]

R. M. CHAKRAVARTY, Under Secy.